

Shipping & Receiving Associate: Shipping & Receiving Associate II

Performs a combination of manual and clerical shipping and receiving duties; may work out of a central warehouse. Uses computer system for tracking, logging, verifying and reporting. Follows shipping practices and procedures, transportation routing, schedules and requirements. Receives incoming materials or prepares materials for shipment; (un)packs or (un)wraps items such as finished products, raw stock, assemblies, parts, building materials, office supplies, equipment, etc. Verifies quantity, weight and conformance of materials to stated identifications; logs receipt of items on system, processes freight bills, packing sheets and other documents; reports materials shipped and bills of lading; posts weight and shipping charges, and routes merchandise to destinations.

Knowledge

Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.

Supervision Received

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation. Internal staff main contacts.

Work Products (Examples may include but are not limited to)

Perform shipping, receiving and material handling functions using MRP software and manual shipping equipment. Able to lift 50lbs. Ability to operate a forklift. Military packing requirements. Verify incoming shipments. Issues receipt traveler. Perform inventories. Load skids and pallets. Move and deposit loads safely and efficiently. Loads and unloads trucks. Use various types of power equipment for packing operations, including power band saw, electronic scale, fork lift and UPS/US Mail equipment. Package products in accordance with shipping and packaging specifications to be shipped or stored and perform self inspection in accordance with departmental procedures. Receive deliverables on the loading dock for all incoming shipments. Provide delivery services for incoming shipments as required. Maintain cleanliness and order within the work area.

Minimum Education and Experience

High School and 3+ years of experience. Some experience using power equipment in a warehouse operation is preferred. Must know how to operate electric carts and fork lifts. Must be able to lift up to 50 pounds.